

The Kentucky State Board for Proprietary Education

Special Meeting

September 15, 2011

A special meeting of the Kentucky State Board for Proprietary Education was conducted on September 15, 2011 at Lake Cumberland State Park in Jamestown, Kentucky.

<u>Members Present</u> Bill Johnson, Chair Jan Gordon, Vice Chair Alison Cuentas David Keene Glen Wilham Lois Weaver Dr. Steven Meade <u>Members Absent</u> Vivian Nash Mike Powers	<u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator Shannon Tivitt, Executive Director <u>Others</u> Brenda Allen, General Counsel Tom Barron, Board Investigator
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Chairman Bill Johnson called the meeting to order at 9:23am.

Discussion and Review of Board of Proprietary Education Statutes and Regulations

Executive Director Shannon Tivitt discussed drafting a letter to the Legislators explaining their goals and recommendations for the Proprietary Education Board. Ms. Tivitt will begin working on a draft letter and will have it ready for the October meeting for the Board to review and make revisions if necessary.

The Board began reviewing its current Statutes and if there were any changes they would like to make. In KRS 165A.330 the Board discussed instituting a fee for renewals that are submitted past the required deadline of June 30th. KRS 165A.340 talks about the current board makeup of eleven members. The Board decided during Wednesdays Special Meeting to request the Board have thirteen members serve at a time. The Board would also like to add language to the

Statute that states a Chairman and Vice Chairman be elected by the Board each year. When reviewing KRS 165A.370 the Board noticed the word certificate is used when referring to the license. Ms. Tivitt asked General Counsel, Brenda Allen to change certificate to license to make more consistent. The Board also requested that PE-11's ask if the Instructor has ever been convicted. The Board needs to make language changes to KRS 165A.410 in regards to the services offered by the Attorney General's Office since the Board no longer seeks out their services and has hired outside counsel. The Board is continuing to look over the fee structure and would like to spend some time focusing on the Student Protection Fund.

When the Commercial Drivers License statutes were reviewed the CDL Committee asked if they could review those as a committee and bring recommendations back to the Board.

The Board began looking over their Administrative Regulations and found they'd like to make some language changes regarding the complaint regulation. Currently the regulations discuss formal and informal complaints. At this time the Board feels all complaints should be treated the same therefore removing the words formal and informal and just noting all complaints will be referred to as a complaint and will receive the same procedure process.

The Board looked over the current fee structure they use and wondered if maybe a sliding scale could be formed based on the number of students a school serves each year.

Several of the current applications and forms being used by the Board are in need of revisions. The Board will take a look at each of these and bring all recommendations back to the Board at their October meeting.

Adjournment

Ms. Gordon made a motion to adjourn the Special Work Session at 4:15 pm. Mr. Keene seconded that motion and it carried.